

CEHEC-RM  Office Memorandum No. 570-1-2	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	OM 570-1-2  30 Jun 94
	Manpower and Equipment Control  MANPOWER MANAGEMENT, HQUSACE	
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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314-1000

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CEHEC-RM

Memorandum  
No. 570-1-2

30 June 1994

Manpower and Equipment Control  
MANPOWER MANAGEMENT  
HEADQUARTERS U.S.ARMY CORPS OF ENGINEERS  
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1. Purpose. This memorandum establishes organizational policy, responsibilities and procedures for the effective and efficient management of all manpower resources within HQUSACE. These procedures cover civilian and military manpower and include the justification of manpower requirements, allocation of civil and military funded civilian manpower, and the day-to-day management of civilian actual strength including SF-52 (Request for Personnel Action) processing, publication of the Manpower Management Document (MMD) and manpower utilization reporting.

2. Applicability. This memorandum applies to all HQUSACE elements supported by the Humphreys Engineer Center Support Activity (HECSA).

3. References.

- a. AR 5-3, Installation Management and Organization.
- b. AR 310-49, The Army Authorization Documents System (TAADS) Documentation Procedures and Processing.
- c. AR 570-4, Manpower Management.
- d. AR 690-500, Civilian Personnel, Position Classification, Pay and Allowance.
- e. DA PAM 570-4, Manpower Procedures Handbook.
- f. ER 570-2-2, Management of Civil Functions Civilian Manpower by the Workyear System.
- g. OM 10-1-1, Headquarters, U.S. Army Corps of Engineers.
- h. Federal Personnel Manual (FPM) CH 316 3, Term Employment.

4. Responsibilities.

- a. Chief of Staff will -

(1) Issue operational manpower management policy guidance to the Directors and Separate Office Chiefs.

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(2) Approve manpower requests and vouchers on those issues deemed controversial or insupportable by the Humphreys Engineer Center Support Activity (HECSA), Resource Management Office, Manpower and Management Analysis Branch (CEHEC-RM-M).

(3) Convene an advisory group for recommended solutions to disagreements on policy issues requiring decisions by the Deputy Commanding General (DCG).

b. Assistant Chief of Staff. Assists the Chief of Staff in the operational manpower management policy guidance issued to the Directors and Separate Office Chief.

c. Funding Program Manager will -

(1) Provide policy and mission requirements.

(2) Provide oversight of HQ elements to ensure support activities are consistent with current policy and mission requirements and priorities.

d. HECSA, Resource Management Office, Manpower and Management Analysis Branch will -

(1) Provide operational manpower management for the Chief of Staff.

(2) Make recommendations to the Assistant Chief of Staff on manpower requests, high grade management and increases to established manpower levels.

(3) Oversee the day to day manpower management operations as prescribed in AR 570 series to include: manpower requirement justification, allocation of civil and military funded civilian manpower, utilization reporting, management of actual civilian strength, requests for Personnel Actions (SF-52), publication of the Manpower Management Document (MMD), maintenance and submission of Active Army and Mobilization Tables of Distribution and Allowances (TDA).

e. Directors and Separate Office Chiefs will -

(1) Ensure that manpower levels do not exceed their authorized ceilings to include high grades.

(2) Review their portion of the MMD, annotate corrections, provide their input within 10 days after issuance (or release of

files on the Manpower Management Document System (MMDS) and return corrected MMDS to CEHEC-RM-M.

(3) Provide negative responses when all information is correct.

5. Objectives. Manpower management objectives focus upon human resource requirements and the organization and position structure in which they are best used. The objectives are achieved with the use of the Defense Civilian Personnel Data System (DCPDS) (formally the Army Civilian Personnel Management System (ACPERS)), Payroll Text File and Program Budget Guidance that furnish information for most personnel related matters. Further the objectives are achieved through close and continual coordination between major program managers and supporting elements to ensure that the Headquarters resources are used to achieve the most current mission, policy requirements and priorities.

6. Procedures. This memorandum describes procedures for managing and documenting USACE manpower resources. These procedures provide guidance for the following areas of manpower management:

- a. Manpower Requirements
- b. Manpower Allocations
- c. Management of Hire Lag
- d. Use of Other than Permanent Manpower
- e. Utilization Reporting
- f. Civilian Employment Plan (CEP) and Civil Functions Work year Usage Plan (CWUP)
- g. SF-52 (Request for Personnel Action) Control
- h. Manpower Management Document (MMD)
- i. Tables of Distribution and Allowances (TDA)
- j. Manpower Programming and Budgeting
- k. Military Manpower (Officers, Warrant Officers and Enlisted)

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l. Organization/Reorganization Proposals

m. Management of High Grade Ceilings

7. Manpower Requirements.

a. Manpower requirements determination identifies the minimum number and kind of personnel needed to perform mission essential work. It is a continuing process in which manpower requirements are established, adjusted or eliminated in response to changes in missions, programs, workload, technology and leadership philosophy. The basic methods used for determining manpower requirements are surveys, staffing standards, workload modeling techniques and staffing guides.

b. Requests for additional manpower requirements, regardless of fund source (direct or reimbursable), will be submitted to CEHEC-RM-M for coordination with the appropriate program manager as required. The standard format to request and justify additional manpower requirements is provided at Appendix A. It includes workload by function and the number of work-hours per workyear required for each function. The Army uses a 2080 work-hour base year with an availability factor of 1770 work-hours. The justification is zero-based (i.e., it must provide justification for all positions in the requesting organizational sub-element (branch), not only the proposed additional requirements). This is necessary because Army must justify its manpower requirements to the Office of the Secretary of Defense (OSD), the Office of Management and Budget (OMB), and Congress. Increased emphasis on personnel costs and national manpower resources has led each of these agencies to insist that budget requests be based on a realistic analysis of the work to be done and staffing needs be established with an accepted workload based requirements determination process. In requesting new valid requirements, each director and chief of separate offices should decrease or eliminate any unneeded requirements.

c. Proposed changes to HQUSACE manpower requirements will be conducted quarterly. Out-of-cycle requests for extraordinary events such as the floods/earthquake initiatives will be submitted through CEHEC-RM-M to the Chief of Staff. CEHEC-RM-M will review, in coordination with program managers, the submissions and recommend approval/disapproval of requirement changes to the Chief of Staff. All recommended requirements must be prioritized to preclude creating costly overhires. The approval of new requirements does not automatically constitute new authorizations.

8. Manpower Authorization Allocations. New HQUSACE manpower authorizations will be documented and allocated on Manpower Authorization Vouchers by CEHEC-RM-M at least twice per year based on the USACE manpower resource guidance cycle and the operating budget process. Interim vouchers will be issued when justified by events such as a reorganization, transfer of functions or significant changes in requirements or available authorizations. Authorizations will be tracked by Army Management Structure Code (AMSCO), high grades (14 and 15) and category type (GS, GM, SES, WG, etc.), to those which were provided in the USACE resource guidance and were used as the basis for costing the central payroll accounts during the operating budget development process. Decrements of manpower authorizations will be determined by the Chief of Staff and/or the advisory group using the Headquarters Operations Project (HOP) or other management initiatives deemed necessary.

9. Management of Hire Lag. Hire Lag is the cumulative total of delays during which authorized civilian positions remain unfilled. It is expressed as a percentage derived by computing the average number of vacancies, divided by total authorized civilian positions (civil and military). CEHEC-RM-M will conduct periodic evaluations of actual hire lag experience. CEHEC-RM-M will closely monitor utilization reports and coordinate with the Operating Human Resource Office (CEHEC-HR-H) regarding the status of recruit actions.

10. Alternatives in the Use of Other Than Permanent Manpower.

a. In working with HQUSACE managers in the development of hiring plans, CEHEC-RM-M will ensure that managers consider which employment schedules give the organization the greatest flexibility to respond to new missions and workload surges. Other than permanent personnel (temporary, student aides, co-op, part-time, intermittent or term employees) may be used to accomplish peak workloads, work that is not permanent in nature, or work that is permanent in nature but for which long-term funding is not assured.

b. Requests for other than permanent manpower requirements may be submitted to CEHEC-RM-M at any time during the fiscal year. Requests should follow the same procedures as for permanent manpower requirements described in paragraph 6b above.

c. Temporary manpower requirements are effective for up to one year, at which time they must be rejustified. Temporary positions that have existed longer than a year should be evaluated for abolishment or conversion to a permanent requirement.

d. Term employment is a nonstatus appointment to a position in the competitive service for a specified period exceeding one year and lasting not more than four calendar years (see Appendix B).

11. Utilization Reporting.

a. The utilization reporting system is designed to measure actual usage against authorized manpower and dollar ceilings. The HQUSACE utilization control system uses the DCPDS and Omaha Payroll data bases as primary information sources.

b. CEHEC-RM-M will provide to the Chief of Staff and each staff element on a monthly basis (or upon request) a report of civil and military functions, actual strength and cumulative workyear consumption by identification code and AMSCO with a by-name detail as backup.

c. CEHEC-RM-M will prepare all required manpower utilization reports for HQUSACE including, but not limited to, the following:

(1) Monthly feeder report of Full-Time Equivalent (FTE) Workyear Civilian Employment (civil funded civilians).

(2) Monthly Full-Time Equivalent Workyear Military Employment (military funded civilians).

12. Civilian Employment Plan (CEP) and Civil Workyear Usage Plan (CWUP). The CEP is a DA requirement used to plan the utilization of military functions manpower and dollars. The CWUP is an OMB requirement to plan the utilization of FTE workyears against the authorized ceilings. CEHEC-RM-M will prepare both utilization plans for HQUSACE in accordance with published USACE instructions and timeliness. The CEP and CWUP will take into account historical utilization trends, seasonal fluctuations, and new and anticipated programs, and will be closely matched against the HQUSACE utilization reports to ensure that manpower and dollars are being used according to the plans.

13. SF-52 (Request for Personnel Action) Control. Requests for personnel action flow from the requesting organization through CEHEC-RM-M, CEHEC-RM-B, and the Chief of Staff (when applicable) to the Human Resources Office (CEHEC-HR-H). Reference Appendices C and D for completing and processing SF-52.

a. The primary role of CEHEC-RM-M in the SF-52 process is to ensure that a requirement and an authorization exist for a specific position before approval to fill that position is



granted. Only approved and required positions are annotated on the MMD and are either authorized or unauthorized. Generally, if a position is authorized and vacant, a fill request will be approved subject to high grade limitations, funds availability or other constraints. Total HQUSACE on-board strength will be analyzed by CEHEC-RM-M using utilization reports when considering vacancy requests.

b. The primary role of CEHEC-RM-B is to ensure funds are available for a specific position before approval to fill the position is granted. In the case of reimbursable positions, funds or the assurance of funding must be received prior to approval by CEHEC-RM-B. If the reimbursable position is funded by a billback, CEHEC-RM-B will provide the Chief of Staff with the possible impacts of approval (e.g., increase in the centralized accounts billing to the field).

14. Manpower Management Document (MMD).

a. The MMD is a working detailed Table of Distribution and Allowances (TDA) that reflects HQUSACE manpower resources by paragraph and line numbers. The MMD includes all HQUSACE requirements, authorizations and on-board personnel by name (see Appendix E). The MMD depicts all of the positions in each of the HQUSACE elements and identifies the funding source for each position by AMSCO. Through the use of required and authorized data for each position, the MMD is the principal tool used to approve SF-52s.

b. Following are several key points regarding the MMD:

(1) CEHEC-RM-M updates the MMD bi-weekly with input from CEHR-M (military members), CEHEC-HR-H and organizational elements.

(2) Routine SF-52s from HQUSACE organizational elements are approved/disapproved by CEHEC-RM-M. Disapproved SF-52s are returned to the requester with the reason for disapproval. Those approved are sent to CEHEC-HR-H for action and the MMD is annotated denoting pending actions the utility copy of the SF-50 (Notification of Personnel Action) resulting from that action is forwarded to CEHEC-RM-M for official changes to the MMD.

(3) The MMD is automated on the Local Area Network (LAN) using the Manpower Management Document System (MMDs). Most directorates/separate offices are able to use the LAN to obtain the MMD and reconcile it against the current manpower voucher. Other organizational elements will receive a bi-weekly hard copy of the latest MMD to update and reconcile their portion of the

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MMD. The MMDS provides read and print capabilities only to allow continuous MMD review.

15. Tables of Distribution and Allowances (TDA).

a. CEHEC-RM-M is responsible for managing and updating all applicable HQUSACE TDA and MOBTDA. Active TDAs for HQUSACE are CEW1B7AA (civil Functions), CEWOJVAA (HQUSACE military functions (AMHA/AMHI), CEW4EGAA (HQUSACE military functions (Technical Review Group)), and CEWOJVAAMO (MOBTDA).

b. TDA revisions will be coordinated by CEHEC-RM-M with HQUSACE organizational elements and Chief of Staff's concurrence.

c. CEHEC-ZP-S will provide changes to Section 3 (Equipment Allowances) of the TDA to CEHEC-RM-M who will then forward those proposed changes to the Director of Logistics (CELD) for review.

d. CEHEC-RM-M will coordinate all Army Educational Requirements System (AERS) validated positions with Human Resources, Military Personnel Division (CEHR-M).

16. Manpower Programming and Budgeting. CEHEC-RM-M develops, staffs and submits to CEHEC-RM-B for all HQUSACE elements all applicable HQUSACE input for military functions Planning, Programming, Budgeting, and Execution System (PPBES) events and civil functions civil budget events. This includes: developing, in coordination with CEHEC-RM-B, input for reprogramming actions for the Command Budget Estimate (CBE), issuing statements for the Program Objective Memorandum (POM), and submissions for the Civil Program Civilian Force Configuration and Management (FORCON) data.

17. Military Manpower (Officers, Warrant Officers and Enlisted). The management of HQUSACE military manpower (officers, warrant officers and enlisted) resides with CEHR-M and CERM-U. CEHEC-RM-M will coordinate with CEHR-M to ensure the accuracy of the active duty data.

a. CERM-U manages the allocation of command-wide military manpower authorizations and the Officer Distribution Plan (ODP), recommending the distribution of the military manpower authorizations based on coordination with HQUSACE directors, chiefs of separate offices and field commanders and utilizing the Council of Colonels to recommend the distribution of the ODP. The command-wide military manpower authorizations and ODP are approved by the DCG.

b. The Military Personnel Division (CEHR-M) manages the other functions associated with military manpower including

strength and requisitions management, military assignments, career development and transition counseling, performance appraisals, and awards management.

c. USACE military funded officer authorizations are allocated by HQDA in the Program Budget Guidance (PBG). The PBG covers the prior and current years and the next six years. HQDA issues the PBG three times annually. USACE civil funded officer authorizations are established by Congress and are constrained by the civil appropriations budget in the OMB Passback. CERM-U distributes the overall-USACE military manpower authorizations to the field in Resource Guidance (RG), usually twice per year. The authorizations are provided by military or civil funded manpower, Management Decision Package (MDEP), and AMSCO.

18. Organizational/Reorganizational Proposals.

a. Requests for the establishment of a staff element, a work center title change, or a total organizational restructure must be forwarded to CERM-O for approval. The request must be in the form of a memorandum citing justification for proposed changes with current and proposed organizational charts, and functional statements IAW OM 10-1-1 as enclosures. Organizational charts must adhere to guidance provided by ARs 5-3 and 570-4.

b. CERM-O will advise the requesting staff activity whether their proposal is approved, and forward a copy furnished to CEHEC-RM-M.

c. Effect MMD and TDA changes:

(1) Upon receiving notice of organizational approval, staff elements must send a memorandum to CEHEC-RM-M requesting MMD/TDA modifications with documents referenced at paragraph 18a and 18b as enclosures. Additionally, a SF-52 is required for each incumbent position that is not part of a mass move action. Mass move/block move actions may be submitted by memorandum. Unencumbered requirements/authorizations must be identified and provided on a separate memorandum or marked-up copy of the MMD. The memorandum or the annotated copy of the MMD must identify clearly the audit trail of each position being moved.

(2) SF-52 actions requiring CEHEC-HR position reviews for an unnamed person as the result of proposed reorganization/position realignment may be submitted through CEHEC-RM-M to CEHEC-HR-H before CERM-O organizational approval. Subject action will allow CEHEC-HR lead time to evaluate requested SF-52 actions without causing added delays to processed MMD/TDA changes. A memorandum discussing the proposed action

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MMD/TDA changes. A memorandum discussing the proposed action must be attached with documents referenced at para 18a and 18b above provided as enclosures. SF-52S will be processed through CEHEC-RM-M, documented for position review action only, and a suspense file will be established for subject action pending receipt of CERM-O organizational approval.

19. Management of High-Grade Ceilings. CEHEC-RM-M will monitor high grade (14 and 15) usage, and the directors and chiefs of separate offices will be accountable for ensuring that their elements remain within its ceiling. High grades will be documented for each directorate/separate office on the manpower vouchers.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'William D. Brown', with a long horizontal flourish extending to the right.

6 Appendices:  
(See Table of Contents)

WILLIAM D. BROWN  
Colonel, Corps of Engineers  
Chief of Staff

## APPENDIX A

### REQUEST FOR ADDITIONAL MANPOWER

CEMP-RA (200-1a)

MEMORANDUM FOR CEHEC-RM-M

SUBJECT: Request for Manpower Adjustment in Support of the Defense Environmental Restoration Program (DERP) Installation Restoration (IR) Program

1. Reference memorandum, CERM-U, 5 Mar 91, subject: HQUSACE Manpower Adjustment Requests for Reimbursable Programs.
2. Request requirement/authorization for an increase of three (3) spaces in the DERP IR program manpower allocation for:
  - a. DIRECTORATE/OFFICE: CEMP
  - b. DIVISION: CEMP-R
  - c. BRANCH: CEMP-RI
  - d. POSITIONS: 1) Two (2) Interdisciplinary Engineer or Scientist (CP18), GS-14. Estimated salary and benefit costs: \$150,00; 2) Clerk-Typist, GS-5. Estimated salary and benefit costs: \$25,000.
  - e. DURATION OF INCREASED REQUIREMENT: Permanent.
  - f. FUNDING: DERP IR management and support funds are available for costs covering salary, benefits, training, etc. (Attach a copy of supporting documentation.)
  - g. JUSTIFICATION: The Army Installation Restoration Program has grown from \$182 million in FY90 to \$308 million in FY92. The active military environmental restoration programs executed by the divisions and districts has more than doubled each year since FY87. Substantial increases are expected for FY92 and FY93. DOD has requested from Congress an additional program supplemental appropriation in FY92, which will bring the Army total to \$551 million. The CEMP-RI program will grow from \$47 million to \$135 million (approximately 300 projects). This growth requires additional personnel to manage these programs. Management

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CEMP-RA (200-1a)

SUBJECT: Request for Manpower Adjustment in Support of the  
Defense Environmental Restoration Program (DERP) Installation  
Restoration (IR) Program

efficiency has also increased, but the workload has stretched  
current resources over the limit where the program will be  
affected. In addition, a clerk-typist is required to support the  
branch presently with 12 professional employees. Request that  
the appropriate adjustments be made to the Manpower Management  
Document (MMD), Paragraph 067A, to accommodate these positions.

REQUESTING OFFICIAL NAME  
Title  
Directorate/Office

## **APPENDIX B**

### **TERM EMPLOYMENT**

Federal Personnel Manual (FPM) CH 316 3 (CH3163) - 22 Dec 89

3-1. **DEFINITION:** A term appointment is a nonstatus appointment to a position in the competitive service for a specified period exceeding 1 year and lasting not more than 4 years on calendar basis. Agencies may make term appointments only under the conditions stated in this chapter or as specifically authorized by OPM.

3-2. **APPROPRIATE USES OF TERM EMPLOYMENT:** Agencies may use term appointments to fill positions which are expected to last longer than 1 year but which are clearly not of a continuing nature and will terminate upon completion of work. Examples of appropriate uses of term employees include:

- a. Carrying out special project work;
- b. Staffing new or existing programs of limited duration;
- c. Filling positions in activities undergoing a commercial activity review or which are in the process of being closed;
- d. Replacing permanent employees who have been temporarily assigned to another position, are on extended leave, or who have entered military service.

3-3. **LIMITATIONS ON MAKING TERM APPOINTMENTS:** The filling of positions by term appointment is subject to the employment restriction of the Reemployment Priority List (RPL). This means that in most cases, agencies may not hire an outside application in lieu of a qualified RPL eligible.

3-4. **SPECIAL CONDITIONS OF TERM EMPLOYMENT:**

a. All term employees, including those appointed on basis of reinstatement eligibility, must serve a 1-year trial period. During this period they are entitled to the same limited protection accorded probationers, as described in subchapter 8 of FPM Chapter 315.

b. Term employees are covered by reduction-in-force procedures and are placed in tenure group III in the event a

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RIF action is taken against them prior to the expiration of their term appointments. Agencies are not required to use RIF procedures to separate term employees when their appointments expire.

c. Term employees have the protection in adverse actions of 5 U.S.C. 4303 and 5 U.S.C. 7511 except:

(1) while serving a trial period and

(2) upon expiration of their term appointments.

d. A term appointment does not confer competitive status and term employees are not eligible for transfer to other agencies or reinstatement. They may, however, be reappointed under their original term appointment.

e. Under the appropriate FPM procedures, agencies may promote, demote, detail, or reassign term employees, within the time limit of their appointment, to other positions which the agency determines appropriate for filling by term appointment.

f. Term employees are eligible for within-grade increases in accordance with the provisions of FPM Chapter 531 and FPM Supplement 532-1.

g. Term employees with full or part-time work schedules are eligible for coverage under the Federal Employees Retirement System, the Federal Employees Health Benefits Program, and the Federal Employees Group Life Insurance Program (see FPM Supplements 830-1, 870-1, and 890-1).

h. Term employees may work on a full-time, part-time, or intermittent basis.

i. Term employees earn leave when appointed to a position with a regularly scheduled tour of duty either part time or full time (see FPM Chapter 630).

### **3-5. MAKING TERM APPOINTMENTS FROM REGISTERS:**

a. Agencies may make term appointments from competitive registers or under direct hire procedures when specifically authorized in accordance with FPM Chapter 332.

b. Term employees hired from competitive registers may be noncompetitively converted to career-conditional appointments when they meet the requirements of 5 CFR 315.703 and come within



reach for permanent appointment on an appropriate register during the period of their term appointment.

**3-6. TERM APPOINTMENTS UNDER OUTSIDE-THE-REGISTER SELECTION**

**PROCEDURES:** In the absence of sufficient eligibles on a suitable register, or the lack of a suitable register altogether, OPM examining offices may authorize agencies to make term appointments outside the register in the manner prescribed in FPM Chapter 333.

**3-7. NONCOMPETITIVE TERM APPOINTMENTS:** Agencies may give direct, noncompetitive term appointments to applicants who meet the eligibility criteria under one of the authorities listed in section 2-7b. Appointment of these individuals may be made without use of competitive registers, or the outside-the-register procedures described in section 3-6 above. Except as specifically provided, applicants must meet the general eligibility requirements listed in section 1-2.

**3-8. EXTENDING TERM EMPLOYEES:** Agencies may extend a term appointment initially made for a period of less than 4 years so long as the extension does not go beyond 4 years from the date of the initial term appointment. Such an extension may be made in accordance with agency policy and does not require approval or recertification by OPM. There is no authority to extend a term employee's service beyond 4 years from the date of the initial term appointment.

**3-9. REAPPOINTING FORMER TERM EMPLOYEES:** Agencies may also noncompetitively reappoint a former term employee of the agency who left prior to expiration of his or her original appointment. Reappointment must be to a position that is appropriate for term appointment with a grade no higher than the position the employee left. Service under the new appointment may not go beyond 4 years from the date of the original term appointment.

**3-10. DOCUMENTATION REQUIREMENTS FOR TERM APPOINTMENTS AND EXTENSIONS:**

a. When making a term appointment, agencies are required to document on the Notification of Personnel Action (SF-50) the reason why the term appointment is being made.

b. Initial term appointments to competitive service positions of individuals not already on the agency's rolls or reappointments of former term employees (see paragraph 3-9) are effected by NOA "108/Term APPT NTE (date)."

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c. Term appointments originally made for a period of less than 4 years are extended up to the 4-year limit by a "765/Ext of Term Appt NTE (date)" action.

**APPENDIX C**  
**GUIDELINES FOR**  
**PREPARATION OF STANDARD FORM 52**

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SF-52 ITEM	INSTRUCTIONS
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PART A

- 1 Fill in the kind of personnel action desired - Appointment, Reinstatement, Promotion, etc., or the kind of position action desired - Establish, Review, etc.
- 2 Complete appropriate number of SF-52 assigned by employing office.
- 3 Enter the name and telephone extension of the person most familiar with the action requested in the event additional information is required by the Personnel Office.
- 4 Indicate the proposed effective date of the requested action.
- 5 Enter the signature and title of the person requesting the action and date of signature.
- 6 Enter the signature and title of the person authorized to approve the request and the date of signature.

PART B

- 1 Complete if the action is being requested in the name of an employee. Type name as it appears on official records, i.e., SMITH, Mary J.  
  
Leave blank when action does not apply to a particular employee.  
  
On a name change action, show new name under this item.
- 2 When Item 1 is completed, enter the social security number.

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SF-52 ITEM

INSTRUCTIONS

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- 3            When Item 1 is completed, enter the date of birth  
              (month, day, year, in numerals).
- 4 - 6        Will be completed by the Human Resources Office.
- B (Cont'd)
- 7 - 10       Complete for the following:
- separations
  - placement of an employee in a nonpay status  
  (LWOP, suspension, etc.)
  - long-term training
  - a change in the employee's position title,  
  position number, series, grade, pay,  
  organizational designation, or geographic  
  location, or appropriation code.
  - recruitment
  - leave blank for all other actions
- 7            Enter position title, and job number, payroll  
              block, payroll location and F&A Code.
- 8            Enter pay plan as shown on the present position  
              description or the "TO" portion of the  
              employee's latest SF-50.
- 9            Enter occupational code number as shown on  
              present position description, or as shown on the  
              "TO" portion of the employee's latest SF-50.
- 10           Enter grade of position as shown on present  
              position description, or as shown on the "TO"  
              portion of the employee's latest SF-50.
- 11 - 13      Will be completed by the Human Resources Office.
- 14           Enter employing office, office symbol and  
              ACPERS organization code.

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SF-52 ITEM

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INSTRUCTIONS

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15 - 18            Complete for all actions except those where no new position is involved, such as:

- separations
- name change
- placement of an employee in a nonpay status (LWOP, suspension, etc.)
- long-term training

Specific instructions are noted below.

B (Cont'd)

- 15            Enter position title, job number, payroll block, payroll location and F&A Code. If request is for establishment of the new position, enter the type of position recommended. If request is detailed to "unestablished position", enter "STATEMENT OF DUTIES", and attach a statement of duties to be performed.
- 16            Enter the pay plan code as shown on the position description.
- 17            Enter the occupational code as shown on the position description.
- 18            Enter grade shown on position description.
- 19 - 21        Will be completed by the Human Resources Office.
- 22            Enter command, employing office, office symbol and ACPERS organization code.
- 23 - 35        Will be completed by the Human Resources Office.
- 36            Enter appropriate Army Management Structure Code (AMSCO) and Identification Code.
- 37 & 38        Will be completed by Human Resources Office.

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SF-52 ITEM

INSTRUCTIONS

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- 39 Enter location where employee is officially stationed, i.e., Washington, DC, Fort Belvoir, etc.
- 40 - 43 Will be completed by Human Resources Office.
- 44 Enter MMD Paragraph and Line Number, and Standard Work Center Code (SWC), Unit Identification Code (UIC).
- PART C Will be completed by the Manpower and Human Resources Office.
- PART D Supervisors will complete in the event of a resignation or retirement.
- PART E
- 1 - 5 This part is to be completed by an employee when resigning. The resignation may, however, be submitted by letter which can be attached to the SF-52.
- Specific guidance follows:
- 1 Reason for resignation should be specific.
- 2 Last day on agency rolls, to be completed by employee.
- 3 Self-explanatory.
- 4 Date of preparation of resignation statement.
- 5 Must be completed. This address is used primarily for forwarding copies of documents and any pay or compensation entitlements.

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SF-52 ITEM

INSTRUCTIONS

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PART F

REMARKS

Enter additional information necessary to explain the action and the completed items.

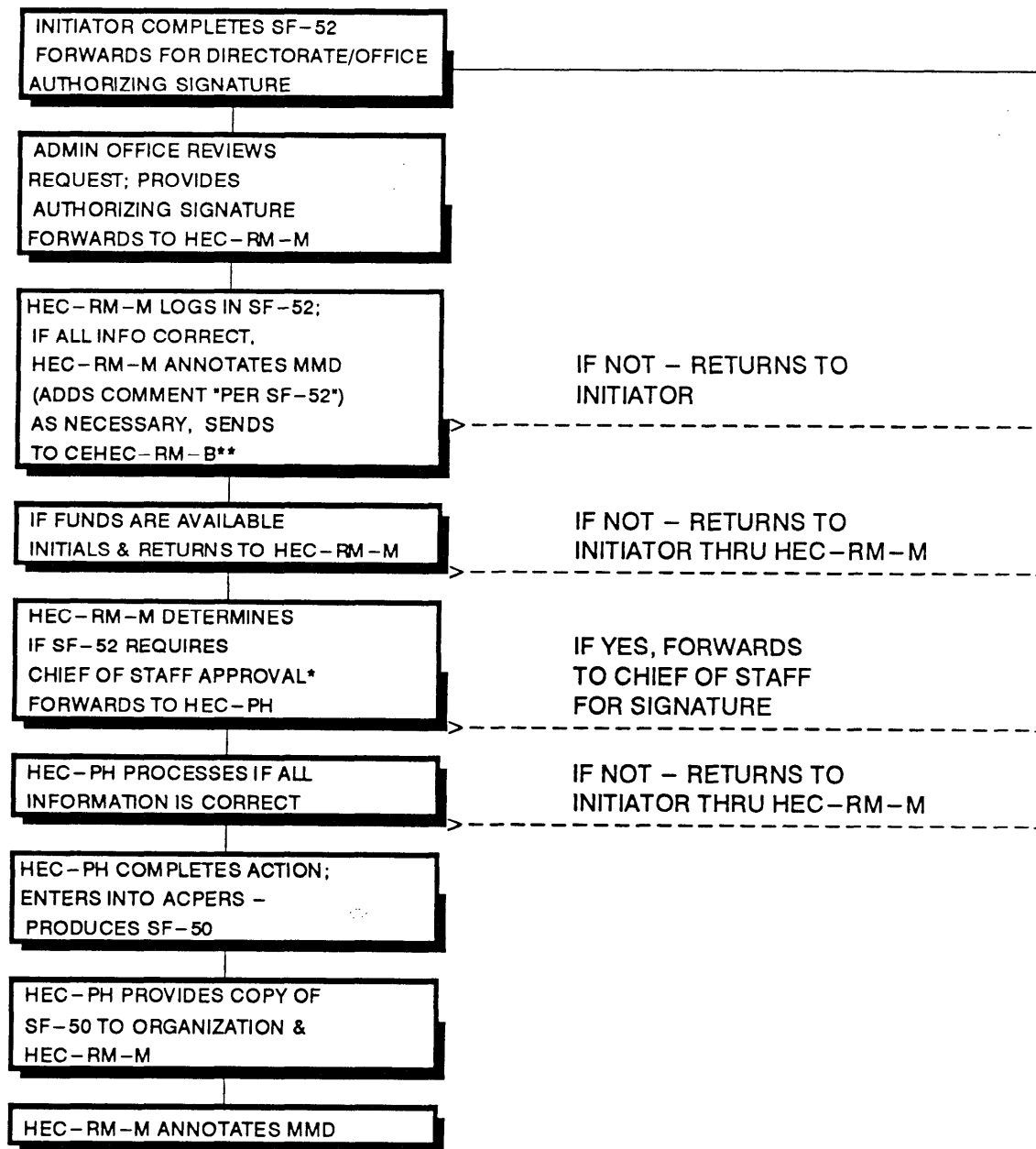
For example:

- special conditions of employment
- limitations of length of employment
- tour of duty
- information about the position to be filled
- reason for reassignment

If occupancy of this position is limited to the return of a former incumbent with statutory reemployment rights, enter "Obligated Position to (Name of employee)."

APPENDIX D

# SF-52 FLOW PROCESS CHART



\*SF-52s FOR C/S THAT EXCEED  
MANPOWER VOUCHER  
ESTABLISH  
RECRUIT  
REASSIGNMENT  
POSITION REVIEW  
CHANGE IN APPROPRIATION  
PROMOTION (High Grade)  
TEMP PROMOTION (High Grade)

\*\* SF-52s FOR HEC-RM-B  
PROMOTION  
TEMP PROMOTION  
RECRUIT  
REASSIGNMENTS  
CHANGE IN APPROPRIATION  
CONVERSION



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### SF-52 PERSONNEL CODES

1. Promotion
2. Temp Promotion
3. Detail
4. Termination of Detail
5. Establish\*
6. Recruit (Exempt stay-in-school\*  
and Summer Hire)
7. Abolish
8. Realignments
9. Reassignments\*
10. Position Review (High grades only)\*
11. Resignation
12. Long Term Training
13. Extension of Appointment, details, etc.
14. Terminations
15. Transfer of Functions
16. LWOP - Leave Without Pay
17. Name Change
18. Retirements
19. Change in Appropriations\*
20. Conversion\*
21. Change in Position Sensitivity
22. Loss of Personnel
23. Request for Non-Competitive Promotion
24. Extension of Temporary Appointment
25. Return to duty from LWOP
26. Appropriation Code Correction (AMSCO)
27. Employee Position Title Change
28. Job Series Change
29. Pay Grade Change
30. Pay Change
31. Organizational Title Change
32. Duty Station Change
33. Promotion (High grades only)\*
34. Payroll Block Change
35. Payroll Location Code Change
36. F&A Code Correction
37. ACPERS Organization Code Correction
38. Temp Promotion (High Grades Only)\*
39. Recruit Stay-in-School/COE
40. Recruit Summer Hire

\* Denotes SF-52 that should be approved by Chief of Staff

HEADQUARTERS  
MANPOWER MANAGEMENT DOCUMENT

[illegible]

**PAGE 2**

[illegible]

NAME \_\_\_\_\_

HEADQUARTERS  
MANPOWER MANAGEMENT DOCUMENT

...	GRADE	...	MOS/SGS	...	TDA	...	LINE	ID	...	AMS	...	SVC	STAT	DUTY	...	MOEP	...	CEE/AKTH	...	STRENGTH	...	AUTH	...	CHORD	...	REN	
ACT.	REG.	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	
TOTAL FOR PARAGRAPH BOTH GWC CHIEF ENGRS (PENTAGON)																											
DIR/VC TOTAL 0 26 23 26																											

TOTAL FOR PARAGRAPH D01N OFC CHIEF ENCRS (PENTAGON)

DIR/YOFC TOTAL	0	26	23	26

HEADQUARTERS  
MANPOWER MANAGEMENT DOCUMENT  
SUMMARY BY AMSCO

DIR/OPC 01 OFFICE OF THE COMMANDER

MILITARY CIVILIAN

MILITARY CIVILIAN

RUN DATE: 06/24/94  
AS OF: 06/24/94

LEGEND OF SYMBOLS USED

IDENTIFICATION CODE (ID)

- C = Civilian Personnel (male or female)
- I = Interchangeable male or female enlisted
- K = Interchangeable male or female commissioned officer
- P = Interchangeable male or female warrant officer
- D = On duty in school
- B = On duty in school
- P = Summer hire

DUTY STATION

- B = Huntsville, AL
- H = Hampton, VA
- Ctr (REC/NECSA)
- P = Pulaski Building (HQISACE)
- S = Savannah, GA
- X = Other GSU w/less than 3 pos

UNIT CODE (UC)

- TS = Technical Review Group
- SS = Army Management Headquarters Activities (AMHA)
- CC = Civil Function
- MM = NECSA Military Manpower

UNIT CODE SUBCATEGORY (TSK, SSX, and CCK)

- 1 = Full Time Permanent (FTP)
- 2 = Full Time Temporary (FTT)
- 3 = Part Time Temporary (PTT)
- 4 = Part Time Permanent (PTP)
- 5 = Wage System (WSE)
- 6 = Overhire Full Time Permanent (OFTP)
- 7 = Overhire Part Time Permanent (OPTP)

BRANCH (BR)

- ES = Senior Executive Service
- CA = Contract Appeals
- GA = General Schedule, merit pay plan
- GA = General Schedule, new pay plan
- GA = Stay in school

- AMS = Army Management Standard Structure Code (AMSCO)
- FCEP = Formerly Ceiling Exempt Program (FCEP)
- SUC = Standard Work Center Code (SUCC)

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RUN DATE: 06/24/94  
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HEADQUARTERS  
MANPOWER MANAGEMENT DOCUMENT  
SUMMARY BY AMSCO

DIR/DFC OT OFFICE OF THE COMMANDER

		MILITARY					CIVILIAN					FUNCTIONAL									
		MILITARY					CIVILIAN					FUNCTIONAL									
AMSCODE	BR	REQ	OFF	MO	ENL	MTOT	ON	REING	TOTAL	ON-BRD	VACANT	REQ	OFF	MO	MTOT	ON-BRD	UNTS	REING	TOTAL	ON-BRD	VACANT
08503124110	EN	0	0	0	0	0	0	0	0	0	0	0	4	4	0	4	0	0	0	0	0
08503124110	CM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08503124110	CS	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0	0	0	0	0
08503124110	GS	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	5	0	0	5	0
	Total 08503124110 :	0	0	0	0	0	0	0	0	0	0	10	5	0	5	6	5	0	5	5	0
43189810400	GS	3	0	0	0	0	3	0	3	3	0	0	0	0	0	0	0	0	0	0	0
43189810400	MC	2	0	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total 43189810400 :	5	0	0	1	2	5	0	3	3	0	0	0	0	0	0	0	0	0	0	0
43701811000	EN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43701811000	CM	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
43701811000	CS	8	0	0	0	0	8	0	8	7	2	0	0	0	0	0	0	0	0	0	0
43701811000	MC	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total 43701811000 :	10	0	0	0	0	9	0	9	8	2	0	0	0	0	0	0	0	0	0	0
43701812000	CM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43701812000	GS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total 43701812000 :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9523982A000	GO	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total 9523982A000 :	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DIR/DFC Total :		16	0	0	1	1	4	12	0	12	11	2	10	5	0	5	6	5	0	5	5
		REQUIREMENTS :										ES TOTAL									
		26										0									
		23										0									
		26										1									
		0										16									
		0										0									
		2										0									

RUN DATE: 06/24/94  
AS OF: 06/24/94

HEADQUARTERS  
MANPOWER MANAGEMENT DOCUMENT

SUMMARY BY UIC

DIR/OFC 01 OFFICE OF THE COMMANDER

REQ GRADE	WOJVAA(SSX)	W4EGAA(TSX)	W1B7AA(CCX)	SFW4CM(DDX)	OTHER	TOTAL
GO	0	0	1	1	0	2
OFF	0	0	4	0	0	4
ENL	2	1	0	0	0	3
WO	0	0	0	0	0	0
ES	0	0	0	0	0	0
CA	0	0	0	0	0	0
GM	0	1	0	0	0	1
GS	3	8	5	0	0	16
GW	0	0	0	0	0	0
WG	0	0	0	0	0	0
TOTAL	5	10	10	1	0	26

AUTH GRADE	GO	OFF	ENL	WO	ES	CA	GM	GS	GW	WG	TOTAL
GO	0	0	0	0	0	0	0	0	0	0	1
OFF	0	0	4	0	0	0	0	0	0	0	4
ENL	1	0	0	0	0	0	0	0	0	0	1
WO	0	0	0	0	0	0	0	0	0	0	0
ES	0	0	0	0	0	0	0	0	0	0	0
CA	0	0	0	0	0	0	0	0	0	0	0
GM	0	1	0	0	0	0	0	0	0	0	1
GS	3	8	5	0	0	0	0	0	0	0	16
GW	0	0	0	0	0	0	0	0	0	0	0
WG	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4	9	10	0	0	0	0	0	0	0	23

ON-BOARD GRADE

GO	OFF	ENL	WO	ES	CA	GM	GS	GW	WG	EXEMPT	TOTAL
GO	0	0	0	0	0	0	0	0	0	0	1
OFF	0	1	5	0	0	0	0	0	0	0	6
ENL	2	1	0	0	0	0	0	0	0	0	3
WO	0	0	0	0	0	0	0	0	0	0	0
ES	0	0	0	0	0	0	0	0	0	0	0
CA	0	0	0	0	0	0	0	0	0	0	0
GM	0	1	0	0	0	0	0	0	0	0	1
GS	3	7	5	0	0	0	0	0	0	0	15
GW	0	0	0	0	0	0	0	0	0	0	0
WG	0	0	0	0	0	0	0	0	0	0	0
EXEMPT	0	0	0	0	0	0	0	0	0	0	0
TOTAL	5	10	11	0	0	0	0	0	0	0	26

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GRADE		CIV DIR FUNDED		CNA DIR FUNDED		OTHER CIV FUNDED		OTHER MIL FUNDED		TOTAL		REG		AUTH		ON-BOARD	
ACTIVE DUTY		REG	AUTH	ON-BOARD	REG	AUTH	ON-BOARD	REG	AUTH	ON-BOARD	REG	AUTH	ON-BOARD	REG	AUTH	ON-BOARD	ON-BOARD
GO	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1
OFF	4	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	1
WO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ENL	0	0	0	3	1	3	0	0	0	0	0	0	0	0	0	0	0
MIL TOTAL	5	5	6	4	1	4	0	0	0	0	0	0	0	0	0	9	10
CIVILIAN																	
SES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CH-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CH-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CH-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-14	1	1	1	1	2	2	1	0	0	0	0	0	0	0	0	2	2
GS-13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-12	2	2	2	0	1	1	1	0	0	0	0	0	0	0	0	2	2
GS-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-08	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
GS-07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CH/GS-00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CH-XX	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CH-XX	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER ENEMY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIV TOTAL	5	5	5	12	12	11	0	0	0	0	0	0	0	0	0	17	16
TOTAL	10	10	11	16	13	15	0	0	0	0	0	0	0	0	0	26	23

## **APPENDIX F**

### **GLOSSARY**

#### **Allocated manpower**

The bulk Active Army military and civilian manpower spaces by identity and category contained in the HQDA PBG to MACOMs and separate agencies. The term may also be used to describe the spaces suballocated by MACOMs and sub-MACOMs to subordinate echelons.

#### **Authorized manpower**

That portion of required manpower that --

- a. Can be supported by allocated manpower.
- b. Is reflected in the authorized columns of current or projected authorization documents.

#### **Category**

The designation of positions as military or civilian. Each category is further divided into identities.

#### **Civilian employment ceilings**

Limitations on the number of civilian employees who may be on the rolls in pay status. Ceilings may be continuous. Those that are effective on the last day of the fiscal year are known as "end strength". Other ceilings have been placed on--

- a. DA or individual theaters, commands, agencies, or activities.
- b. Total employment, total direct hire employment, total number of high-grade positions, or employees working full time in permanent positions.
- c. A regional or national basis overseas.
- d. Employment under specified programs or appropriations.

#### **Hire or Hiring Lag**

Cumulative total of delays during which authorized civilian positions remain unfilled, measured on an installation, agency, or command basis. The average number of vacancies divided by total authorized civilian positions, is used to express hire lag as a percentage for any period.



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**Identity**

Designation of personnel positions as officer, warrant officer, and enlisted for military; and direct hire U.S. citizen, direct hire for foreign national, and indirect hire for civilians.

**Intermittents**

Consultants and other civilian employees in positions which require work on an irregular or occasional basis. Their hours or days of work are not based on a pre-arranged schedule. Also, compensation is only for the time actually employed or for service actually rendered.

**Manpower**

The number of men and women required by or authorized for the Army.

**Manpower Management**

Planning, programming, budgeting, and allocating manpower, and the development and evaluation of organizational structures; this includes determination of requirements and review of manpower use. The term refers to both the functions discharged collectively by manpower and resource management staffs and by commanders.

**Manpower Planning and Programming**

Projecting the total military and civilian work force and contract requirements to support approved force structures and force modernization. Programming is the allocation of manpower throughout the program years of FYDP to support the approved force structure, accomplish priority Army initiatives, and attain specified states of readiness.

**Manpower Requirements**

Human resources needed to accomplish specified workloads of organizations. The term manpower requirements is synonymous with required manpower.

**Manpower Space**

An authorization (AR 690-500) to--

- a. Have a soldier or civilian employee assigned to a command or agency in a pay status.
- b. Incorporate a military or civilian position on an authorization document.
- c. Establish a civilian position.

### **Manpower Staffing Standards System (MS-3)**

A manpower requirements determination approach based on workload-driven and functionally-oriented standards.

### **Manpower Standard**

An expression of the quantitative and qualitative manpower requirements for the performance of a defined set of functionally homogeneous tasks at varying levels of workload or services provided. Normally stated both as a mathematical equation relating required work-hours to workload factors, and in tabular format showing numbers and skills of people required for a range of incremental workload factor values.

### **Other Personnel**

Persons assigned or attached to other units, Services and activities, and contract equivalents, contributing to the performance of the mission and functions of a TDA activity.

### **Position Abolishment**

Abolishment of a position by management action, wherein there is no identifiable continuance of initial principal duties and responsibilities; residual duties of workloads are either discontinued or distributed to other positions or work centers.

### **Position Conversion**

The change of category (military or civilian) of an established, authorized position while retaining the principal responsibilities and duties of the position. The term is not related to TAADS data conversions or the Conversion Impact Analysis Report discussed in AR 310-49-1.

### **Position Management**

The process by which managers assign duties and responsibilities to positions, creating a position structure that provides for effective and economical accomplishment of missions and functions.

### **Program Budget Guidance**

A document issued by HQDA to convey to commands and agencies the objectives, policies, standards, support services, obligation estimates, and broad goals that have been approved to meet requirements generated by national military strategy. It provides military and civilian allocations for current budget, and all program fiscal years.

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**Program Manager**

An individual assigned responsibility to oversee the development and execution of a specific program (to include management of financial and manpower resources).

**Required Strength**

The minimum number of military and civilian personnel which an Army unit or activity requires to perform its mission effectively. Required strength in TDA and MOBTDA is based upon the manpower requirements approved by a manpower requirement authority.

**Staffing Guides**

Manpower staffing guides serve as a general planning document for determining requirements in TDA units when manpower standards are not available (see DA Pam 570-4).

**Structure Strength**

Required strength in TDA and structure strength in TOE/MTOE are the same. Permanent orders establishing or activating, reorganizing, or discontinuing or inactivating units normally refer to structure strength rather than required strength.

**The Army Authorization Documents System (TAADS)**

An automated system that supports the development and documentation of organizational structures, and the requirements for and authorizations of personnel and equipment needed to accomplish the assigned missions of Army units.